

S-E-C-R-E-T

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010018-6
LOGISTICS INSTRUCTION
NO. 30-

LI 30- 3

FINANCIAL ADMINISTRATION

SUBJECT : Type of Funds and Billing Arrangements for Property
Procurement at Headquarters

REFERENCES: (a) [REDACTED] dtd 13 Apr 1964

(b) Office of Finance Handbook, *pub* paragraphs 30c and d,
dtd 1 March 1973

25X1A

RESCISSION: LI 34-170-1 Type of Funds and Type of Checks to be
Utilized for Property Procurement at Headquarters
dtd 19 July 1960

1. PURPOSE

This Instruction provides the procedures to be followed by the Office of Logistics (OL) to implement the policies contained in the references.

2. POLICY

Agency policy set forth in reference (a) requires that vouchered (overt) funds be used whenever possible, with the use of unvouchered (confidential) funds restricted to expenditures of an extraordinary or emergency nature or where security considerations prohibit the use of vouchered funds.

3. DETERMINATION OF TYPE OF FUNDS

- a. Requisitions requiring procurement action must be analyzed to determine whether overt or confidential funds should be used. This determination is made by all suballottees receiving Property Procurement Allotments (PPA) for stock; e.g., OL, Office of Communications (OC), and Office of Technical Service (OTS). Supply Division (OL/SD) will perform this function for OL's PPA as well as for all procurement requisitions for customers; i.e., those not for stock.
from
- b. The following factors should be considered in determining the type of funds as well as the procurement channel to be used:

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Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010018-6

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Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010018-6

Next 2 Page(s) In Document Exempt

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010018-6

S E C R E T

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010018-6
LOGISTICS INSTRUCTION
NO. 30-

LI 30-

5. FORWARDING DOCUMENTS TO OF

The following documents concerning procurement actions will be forwarded by OL to OF:

a. From OL/PD to OF/C&LD, with copy sent to OL/B&FB:

- 25X1A
- (1) Procurement documents (purchase orders or contracts) for [REDACTED] procurements. A copy of the requisition is attached to the copy of a production contract.
 - (2) Through OL/B&FB, ^{for} accounting for [REDACTED] procurements, supported by the paid invoices and the corresponding receiving reports. (OL/B&FB will not retain a copy; however, OL/B&FB does require from OL/PD a weekly summary with estimated or actual costs for [REDACTED] procurements for obligation purposes.) 25X1A
 - (3) Memorandums^a describing payment arrangements if not spelled out in the procurement document (paragraph 4c above). 25X1A

b. From OL/SD to OF/C&LD for distribution to the appropriate OF component, with copy sent to OL/B&FB:

- (1) ^{Each day, the} Document Voucher Cross-Reference Register (Form 1951), listing all MILSTRIP/FEDSTRIP procurements initiated or amended, each day. (For OF/AD/L)
- (2) Procurement documents (letter orders or purchase orders) and receiving reports for procurements through U.S. Government sources outside the MILSTRIP/FEDSTRIP system. (For OF/AD/L)
- (3) Through OL/B&FB, ^{for} accountings with attached purchase orders for payments made by GSA for commercial items procured through GSA (no copy retained by OL/B&FB). (For OF/AD/L) 25X1A
- (4) Receiving reports for all [REDACTED] commercial and industrial procurements, (OL/B&FB does not require a copy of receiving reports for [REDACTED] materiel, except when discrepancies occur). (For C&LD) 25X1A

S E C R E T

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LOGISTICS INSTRUCTION LI 30-
NO. 30-

- (5) Copy of requisition and shipping documents
(outbound from OL/SD depot) for accommodation
procurements and reimbursable sales to other
U.S. Government agencies. (For Accounts and
Analysis Division) *DOF*)

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CONCURRENCE:

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Date

INSTRUCTION NO.
LI 34-170-1

LI 34-170-1
ALL FUNDS
19 July 1960

SUBJECT: Type of Funds and Type of Checks to be Utilized for Property
Procurement at Headquarters

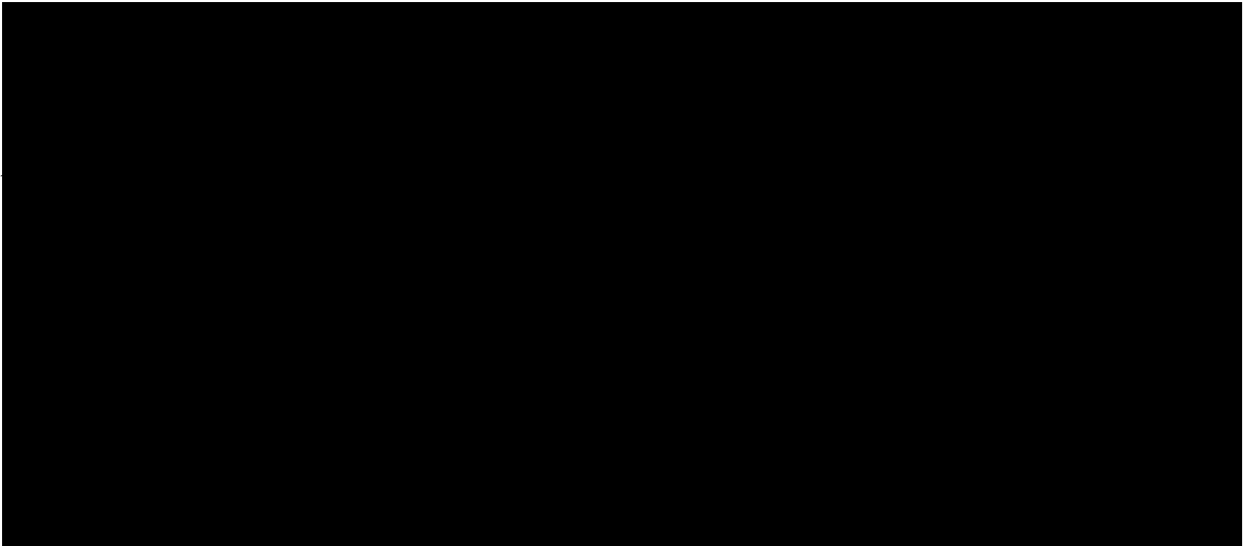
REFERENCES: (a) Comptroller Instruction No. 88 dated 30 June 1960
(b) Regulation 34-170 dated 14 June 1957

1. PURPOSE

This instruction is issued to provide the procedure to be followed in Procurement and Supply Divisions, to implement the policy contained in reference (a).

2. PROCEDURE

- a. Requisitions requiring procurement action generated by or processed through Supply Division will be analyzed to determine the following factors on the requisitions:



- b. After this analysis, if any factor or combination of factors shown in paragraph 2.a. above indicates the procurement action will most likely be made from vouchered funds, the applicable vouchered fund allotment will be cited on the requisition before release to the Procurement Division.

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Next 1 Page(s) In Document Exempt

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010018-6